**VAISHALI MESHRAM**

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**Profile**

Objective : To work in responsible position having challenges and leading in growth gains.

Experience : - Worked with UBS from August 17 2011 till January 17 2017

in the field of Wealth Management (Corporate Actions)

: -Working with JP Morgan Chase (Pricing) from January 23 2017 till date

Designation : Team Manager

Pricing: PUMA

: Non PUMA

Worked for global market and price the securities with the help of different vendor as per client requirement.

Source’s to price the securities:

1. FT
2. Bloomberg
3. Reuters

Type of Exceptions:

1. Missing exception
2. Vendor to Vendor tolerance
3. Stale
4. Day one exception
5. Unchanged

Queries handling : I have also worked on client queries were as per client requirement we will process the request.

Worked towards process improvement projects and help in minimizing human errors.

Worked for global market were as per client requirement we will price the securities depending on the hierarchy.

Manage daily production to ensure the timely delivery if validated asset prices.

Monitor key task closely and ensured they are performed on time ex stale price report and monthly task.

Review and sign off of production at the end of the day of intra day and close of business task.

Preform stratification for all exception.

Strengthen and monitor control environment and ensure nil error, fines and loses.

Ensure adequate staff allocation so not to impact production.

Close interaction with team leader and peers.

High level of operational excellence for the team (measured in terms of timeliness and accuracy of service delivery.

Maintenance and management of MIS.

Training and support staff on all aspect of pricing.

Close interaction with service group, client, IT department and pricing vendor and ensure level of service is maintained.

Continuos review of process and procedure to identify area of weakness and enhancement to increase efficiency of process and procedure.

Participate in client service review meeting from pricing perspective.

Roles and Responsibilities:

**1) Corporate Actions - Voluntary**

* Handling the most vital piece of the process
* Queries responded with efficiency, promptly and accurately.
* Special support to important internal clients which is onshore team.
* Mentoring the new Joiners.
* Identifying key issues and devising analytical, innovative solutions.
* Initiated by maintaining an excel for query classification in order to document different types of queries.
* Also send mails to the agent bank.
* Make payments in the form of MT 599 for international securities.
* Make amendments to the files and position independently as and when required.
* Consistently liaising with onshore department in USA for any discrepancies or issue for the international issues and keep the superiors informed about the same.
* Attend all the mandatory training advised by management and share the same with team members to enhance knowledge on the subject.
* Continual improvement of business processes and Effective and efficient use of technology
* Compliance with statutory and regulatory requirements.

**2) Corporate Action- Proxy:**

* Submitting voting instruction through MT599 instructions.
* Investigations and Resolution of issues
* Making payments whenever needed
* Confirming positions and entitlements

**3) Corporate Action- Cash Dividend**

* Creating Corporate Action Announcements mirroring the related details available on DTCC.
* Reconcile the breaks in the Cash, Reinvestment and Stock ledgers due to ACATS, FAILS, Flip Trades, Pending Trades,
* Ensuring the correctness, Timely and accurate payment of various corporate actions like stock split, Stock dividends, Rights distribution, Coupon payments on Equities, Fixed income & mutual funds to high net worth individual clients.
* Accurate pre-balancing to ensure correct timely payments by monitoring all system-generated trade discrepancies and research-intensive post-balancing to resolve the breaks to flatten out the cash and stock ledgers.
* Proactively attend to all requests from Front Offices, Counter parties, Onsite Team with a mix and blend of Calls and Service Track Action Request System.
* Ensuring that cusips, ISIN, SEDOL, Description, Call Schedules and other security-related details are set up with ultimate accuracy.
* Provide a price for all the securities held by UBS’s Clients for accurate valuation of Client accounts using external vendors as IDSI, Telekurs, Bloomberg, and DTCC etc.
* Maintaining all the documentation evidencing every action taken as part of the legal and audit requirement as per Sarbanes-Oxley Act (SOX) and keep them uploaded on the Global Share Point.

**4) Corporate Action-Reinvestment:**

* UBS In House Reinvestment
* Auto DRS
* DTCC Eligible
* Validating announcement if everything is correct
* Working on claims
* Electing EDS for the DTCC eligible securities

**ACHIEVEMENTS**:

* Rated as a Potential employee and a quick understanding of the process in a very short span of time.
* Trained the Colleagues on the Process.

**OTHER PERSONAL CAPABILITIES**

1. Team Player – The ability to work together as a cohesive workforce has helped me to become a part of the team by sharing in the responsibility and the accountability.
2. Commitment and Passion – Doing the delegated work with zeal, it has helped me in bringing things to their conclusion.
3. Positive Attitude – This has helped me in accepting and coping up with job pressure and office related stress.
4. Diligent and hardworking – This quality has aided me in consistently following through in my commitments.
5. Focused and goal oriented – By being focused and clearly defining my objectives it helps me contribute to the larger picture more effectively.

Educational Qualification :

* PGDM (Finance) 2011 from VVISM, Hyderabad, A.P.
* B.BA (Finance) from R.T.M University with 71% in 2009.
* 12th from Nagpur University with 57 % in 2005.
* 10th from Nagpur University with 60% % in 2003.

**Extra-curricular** - Organized, Managed and Participated in Various Fest.

**activities**  : - Achieved

Date of birth : 25th May 1986

Place : Hyderabad

Date :

Vaishali Meshram.